

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: GA6	Effective Date: October 1, 2007	Version: 1.0
POLICY TITLE: CREATING ADMINISTRATIVE LETTERS		
OVERVIEW: The Policy Unit within the Practice Support Division in the Department of Child Services (DCS) will be the starting point and primary repository for all Administrative Letters. A Policy Analyst will assist the requestor in creating the Administrative Letter.		

I. DEFINITIONS

- a. Letter Head: The accepted standard, recognized by DCS for Administrative Letters. The correct font for Administrative Letters – Times New Roman 12.

II. REFERENCES

- a. N/A

III. POLICY

Use the following process to create an Administrative Letter:

1. The requestor must e-mail DCS Policy and include a general overview of the letter or draft letter;
2. The Policy Manager will assign an analyst to assist the requestor;
3. The following people must review and sign off in the order shown:
 - a. Policy Manager,
 - b. Deputy Director of requesting division,
 - c. Deputy Director of Practice Support, and
 - d. Director of DCS.
4. The Policy Unit will obtain the next sequence number from the Administrative Assistant of Practice Support:
 - a. This will be inserted under the subject heading. See Related Information for an example.

Note: This will give the Administrative Assistant the ability to track Administrative Letters.

5. The Policy Unit will e-mail the final version to “FSSA WebRequests”:
 - a. In PDF format to be posted on the DCS Internet Site in Child Welfare Policies under Policy Changes Implemented via Admin Letters;
 - b. Include any pertinent information about the letter; and
 - c. Whom to contact with questions.
6. The Policy Unit will e-mail the letter in PDF format to:
 - a. The Field, with the following information in the e-mail:

Send to:	DCS Staff
From:	DCS Policy
Subject:	Title of the Administrative Letter
Body -	Describe what the Administrative letter is about, date effective, and whom to contact with questions.

- b. The Business Systems Consultant for Indiana Child Welfare Information Services (ICWIS), who will:
 - 1) Post the letter to the ICWIS Bulletin Board.
7. Deliver the original letter (signed) to the Administrative Assistant in the Practice Support Division, who will:
 - 1) Archive the letter in a file cabinet.
8. The policy department will archive the Administrative Letter to their SharePoint under Admin Memos in Administrative Letters.
9. The policy analyst will update the corresponding section in Policy.

Related Information:

Information under the Letter Head

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Month day, year

{Date – align center

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To: Regional Managers
Directors, Local Offices, Department of Child Services

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From: James W. Payne, Director
Department of Child Services

space

Name, Title {Name, Deputy Director
Division Name

space

Subject: Title {A specific title
DCS-XX-XX {-XX Year, -XX Sequence number

space

space

Paragraphs describing the administrative letter...

At least 2 spaces

Sincerely,

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James W. Payne, Director
Department of Child Services